Date: Volunteers working event:

Event:

Reported by:

Location: \_\_\_\_ Ticket Booth \_\_\_\_\_ Concession Stand \_\_\_\_\_ Other:

**Register Cash Count**

Starting Bank: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bill** | **Opening**  **Number** | **Opening**  **Amount** | **Closing Number** | **Closing Amount** |
| One |  | $ |  |  |
| Five |  | $ |  |  |
| Ten |  | $ |  |  |
| Twenty |  | $ |  |  |
| Fifty |  | $ |  |  |
| Hundred |  | $ |  |  |
| TOTAL CASH |  | $ |  |  |

**Verified by:**

|  |  |
| --- | --- |
| TOTAL CASH |  |
| (Less start bank) | -$ |
| ADJUSTED CASH | $ |
|  |  |
| Closing bank left in register | $ |

**Participants or Tickets Sold**

|  |  |  |
| --- | --- | --- |
| **Type** | **Number** | **Amount** |
| Adult |  |  |
| Student |  |  |
| Child |  |  |
| Comped (Members) |  |  |
| Comped (Other) |  |  |
| TOTAL |  |  |

**Notes**

**Checks**

Checks Received (List Amounts):

**Total Checks: $**\_\_\_\_\_\_\_\_\_\_\_\_

**Memberships**

All Memberships Sold (List names, amounts and payment type):

**Total Memberships:** $\_\_\_\_\_\_\_\_\_

**Donations**

**Total Donations**: $\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vendor contribution**

List vender names and amounts:

**Vender Total: $\_\_\_\_\_\_\_\_\_\_\_\_**

**Totals**

|  |  |
| --- | --- |
| Register |  |
| Donations |  |
| Vender |  |
| TOTAL FOR DEPOSIT |  |

**Notes**

**Tour Sizes**

|  |  |  |
| --- | --- | --- |
| **Tour #** | **Time** | **# Guests** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
|  |  |  |
| Total Guests | |  |